

FIRST AID REGISTER OF QUALIFICATIONS POLICY (Including College Specific Procedures)



Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)**.

RATIONALE

- Charles La Trobe College has a responsibility to identify known and foreseeable risks to students and to take reasonable steps to minimise these risks and to support students in their care.
- The First Aid Register lists all staff who can assist in the case of accident and illness in both on and off site activities.

PURPOSE

- To ensure students' first aid needs are met at school and on approved school activities.
- To ensure the school responds appropriately to emergency medical situations.
- To ensure Charles La Trobe College staff observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

IMPLEMENTATION

- All staff who have obtained first aid qualifications will have their name placed on the First Aid Register so that the school knows which staff members can be drawn upon to render first aid or attend school activities.
- Staff who have gained any first aid qualifications outside the school are required to advise the College Principal so they can be added to this Register.
- A First Aid trained staff member must attend every off-site activity.
- The school will provide first aid facilities such as a first aid room and an appropriate number of portable first aid kits.
- The school will follow the First Aid & Infection Control procedures as set out in the OH&S guidelines and in the school's *Bleeding Students/Blood Spills Policy*.
- Please refer to the attached register, Appendix A, for the list of current first aid trained staff.
- Please refer also to the *First Aid Policy*.

EVALUATION

This register and policy will be reviewed **annually**, preferably in February.

RATIFICATION

School Council ratification is not required for this policy.

REFERENCES

www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx

www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx

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www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx

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COLLEGE SPECIFIC PROCEDURES

- Charles La Trobe P-12 College staff who have gained any First Aid qualifications outside the College are required to advise the College Principal so they can be added to this Register.
- Charles La Trobe College is committed to training as many staff members as possible in First Aid.
- Charles La Trobe College is committed to training all staff in the use of epi-pens and awareness of anaphylaxis.
- Charles La Trobe College is committed to communicating Duty of Care responsibilities to staff in detail at a staff meeting each semester.
- A First Aid trained staff member must attend every off site activity.
- Charles La Trobe College will provide first aid facilities such as first aid kits, trained first aid staff and a first aid room.
- Charles La Trobe College is committed to following the First Aid & Infection Control procedures as set out in the OHS guidelines.

PROCESS TO MAINTAIN AND UPDATE THE REGISTER

- A staff member who has gained any First Aid qualification should bring the certificate to the central College office where it is sited.
- The office staff add the staff member's name, their role, qualification, staff, location and review date to the register.
- The electronic register will flag the expiry date of the qualification one term in advance so the staff member can renew the qualification in a timely manner.
- The Professional Development Manager will be notified of the due date for any staff member whose qualification will lapse. She/he will advise the staff member to apply for First Aid professional development through the College professional development process before the Certificate expiry date.

Appendix A – Charles La Trobe College First Aid Register

Name	Role	Location	Certificate Attained	Review Date